

# Application Form - Greener North East Grant

## Form Preview

### Eligibility Check

\* indicates a required field

#### Are you eligible?

Before completing this application form, you should have read the [Greener North East Grant Guidelines](#). Incomplete applications and/or applications received after the closing date will not be considered.

If you have any questions please contact **North East Link Program** on **1800 105 105** or email **communityfund@northeastlink.vic.gov.au**

#### 1.1. Is this application for a project that brings people together to create and improve green spaces or build capacity for local environmental groups? \*

☐ Yes ☐ No

Please note the maximum amount that can be applied for is \$5,000

#### 1.2. Is this application for a: \*

☐ Planting & environment grant ☐ Equipment or training grant

What best describes the activity you are going to do?

#### For planting and environment grants

#### If you are applying for a planting grant, how many trees and or shrubs do you intend to plant? \*

#### Organisation

#### 1.3. Is your organisation a not-for-profit organisation or community group? \*

☐ Yes ☐ No

#### 1.4. Are you currently located in the City of Banyule, City of Manningham, City of Boroondara, City of Nillumbik, City of Whitehorse or conduct activities that benefit members of these communities? \*

☐ Yes ☐ Other:

☐ No

#### 1.5. Do you have a current Public Liability Insurance (Certificate of Currency)? \*

☐ Yes ☐ No

Minimum of \$10 million

### Organisation Contact Details

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\* indicates a required field

### Organisation Details

**Privacy Notice:** We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy collection statement, click [here](#).

**2.1. Full legal name of applicant organisation \***

Organisation Name

**2.2. Trading or Business Name**

Organisation Name

**2.3. Applicant Primary Office Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**2.4. Applicant Postal Address**

Address

  

**2.5. Applicant Primary Phone Number \***

Must be an Australian phone number.

**2.6. Applicant Primary Email \***

Must be an email address.

**2.7. Applicant Primary Website**

Must be a URL.

**2.8. Link to Social Media Account- Facebook/Twitter**

**2.10. Do you have Australian Business Number (ABN) \***

☐ Yes

☐ No

All applications must have a current registered Australian Business Number (ABN). You can apply for an ABN online at <https://www.abr.gov.au/business-super-funds-charities/applying-abn>

**2.9. Are you registered for GST? \***

☐ Yes

☐ No

**2.11. Australian Business Number \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

### Organisation Incorporation Details

#### 2.12. Are you an incorporated legal entity? \*

☐ Yes

☐ No

### Management Committee Representative or Organisation CEO

The application needs to be approved by a representative of the organisation's management committee.

#### 2.13. Name \*

Title

First Name

Last Name

#### 2.14. Position \*

#### 2.15. Phone Number \*

Must be an Australian phone number.

#### 2.16. Email \*

Must be an email address.

### Primary Contact

This is the person who will be the point of contact for the application. It must be a different person to that listed as the "Management Committee Representative"

#### 2.17. Name \*

Title

First Name

Last Name

#### 2.18. Position \*

#### 2.19. Phone Number \*

Must be an Australian phone number.

#### 2.20. Email \*

Must be an email address.

### Auspice information

\* indicates a required field

NELP requires all organisations without incorporation to be auspiced.

#### DEFINITIONS

**Auspicee** - the group requiring support is known as the 'auspicee'.

**Auspisor** - the incorporated organisation that sponsors the group or individual is known as the 'auspisor'.

When using an auspice arrangement, the auspicee will deliver the project under the incorporated organisation – the auspisor. The auspisor receives funding or enters into relevant agreements for the auspicee.

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### **This section needs to be completed by the auspicer.**

NELP recommends that the auspicee and auspicer develop an Auspice Agreement before submitting the grant application. Further information on what to include in this agreement can be found [here](#).

NELP can only enter into a Funding Agreement with a legally constituted, incorporated organisation. This organisation will manage the funding and distribute the funds to you.

#### **3.1. Auspice Organisation \***

Organisation Name

Name of the auspicings organisation

#### **3.2. Auspice ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### **3.3. Auspice Office Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### **3.4. Auspice Postal Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### **3.5. Auspice Office Phone Number \***

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Must be an Australian phone number.

### 3.6. Auspice Office Email \*

Must be an email address.

### 3.7. Auspice Primary Website \*

Must be a URL.

## Auspice Project Contact

This is the person who will be responsible for managing the agreement with NELP and the auspicee.

### 3.8. Auspice Project Contact

Title First Name Last Name

### 3.9. Auspice Project Contact Position

### 3.10. Auspice Project Contact Primary Phone Number

Must be an Australian phone number.

### 3.11. Auspice Project Contact Primary Email

Must be an email address.

## Auspice Supporting Documents

### 3.12. Please provide a copy of the Auspice Agreement \*

Attach a file:

Please attach evidence that the auspice organisation has agreed to accept responsibility for the grant funding.

### 3.13. Upload Annual Report \*

Attach a file:

### 3.14. Please provide a copy of your organisation's Incorporation Certificate \*

Attach a file:

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### 3.15. Please provide a copy of your organisation's Public Liability Insurance \*

Attach a file:

Where this is provided by the auspice organisation, the auspice agreement needs to acknowledge that the agreement includes insurance.

### 3.16. What is the expiry date of your Public Liability Insurance \*

Must be a date.

## Organisation Background

\* indicates a required field

### 4.1. What is the purpose of your organisation? What does the organisation currently do in the community? \*

Word count:

Must be no more than 150 words.

### 4.2. What type of organisation are you? More than one category can be selected \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aboriginal          | <input type="checkbox"/> Education     | <input type="checkbox"/> Social                      |
| <input type="checkbox"/> Aged/seniors        | <input type="checkbox"/> Environment   | <input type="checkbox"/> Sports                      |
| <input type="checkbox"/> Arts and crafts     | <input type="checkbox"/> Health        | <input type="checkbox"/> Veterans                    |
| <input type="checkbox"/> Childcare/preschool | <input type="checkbox"/> Multicultural | <input type="checkbox"/> Youth                       |
| <input type="checkbox"/> Community/civic     | <input type="checkbox"/> Religious     | <input type="checkbox"/> Other: <input type="text"/> |

- ☐ Disability services

At least 1 choice must be selected.

## Supporting Documents

### 4.4. Please provide a recent copy of your organisation's Annual Report or statement of Aims and Objectives \*

Attach a file:

### 4.5. Please attach a copy of your organisation's Certificate of Incorporation. \*

Attach a file:

### 4.6. Please provide a copy of your organisation's Public Liability Insurance (Certificate of Currency). \*

Attach a file:

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### 4.7. What is the current expiry date of the Public Liability Insurance? \*

Must be a date.

## Project Details

\* indicates a required field

**Connecting Communities' Grant** supports one-off initiative that aim to improve community connectedness and participation.

Please see [Funding Centre's Answers Bank](#) if you need some ideas about how to frame your response.

### 5.1. Project title \*

Provide a name for your project/program/initiative. Your title should be short but descriptive.

### 5.2. Project start date: \*

Must be a date and no earlier than 1/12/2023.  
What date does the project start?

### 5.3. Project end date: \*

What date does the project end?

### 5.4. Where will the project be delivered?

Address

  

### 5.5. Briefly describe your project? \*

Word count:

Must be no more than 150 words.

What will you do and what are the project objectives. How will you use the funds obtained from the North East Community Fund?

### 5.6. How will you use the funds obtained from the North East Community Fund? \*

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Word count:

Must be no more than 50 words.

**5.7. Demonstrate proximity and construction impacts from North East Link, the M80 Ring Road Completion and/or Eastern Freeway Upgrades, and identify which community priority/s the project addresses. \***

Word count:

Must be no more than 150 words.

Community Impact: The impact on a community is defined as the net effect of activity associated with the construction of North East Link on a community and the well-being of individuals and families. For example: amenity and character (noise, vibration, air quality) and access and connectivity (social implications of people's ability to get from one place to another) function and viability of community infrastructure (social impacts of changes to community infrastructure facilities which includes places and facilities).

**5.9. Community Connectedness and benefit: Demonstrate how initiative will improve community connections by bringing people together and increase the level of participation an individual has within their community. \***

Word count:

Must be no more than 150 words.

Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the project.

**5.10 Approximately how many community members will benefit from, or participate in your project or event? \***

Must be a number.

**5.11. Provide some information to show that this project has community support. \***

Word count:

Must be no more than 150 words.

This could include statements or requests from the community or media articles. What is the community need? How do you know?

**5.12. Please upload letters of support (if available/relevant)**

Attach a file:

## Project Plan

**5.13. What are the key milestones of your project?**



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Complete a workplan below that includes: project milestones, tasks and actions, performance indicators and timeframe.

**NOTE: this information will inform your funding agreement**

Milestone (list key milestones of the project in the order they will be undertaken)	Task (What are the important tasks that need to be completed for this milestone to be achieved?)	Performance indicators (What will show that you have completed the task?)	Timeframe (when will it be done by?)	Additional Comments (include any considerations about this task and management of any potential risks)
e.g. Promotion	e.g. Design and print flyer. Distribute to community network	e.g. Flyer designed. Flyer printed.	e.g Nov 2023	e.g. Budget of \$300 for flyer design

## Risk Management

**5.14. Are there any factors that could delay the implementation of the project? If so, what are they? \***

Must be no more than 100 words.

## Outcome and Evaluation

\* indicates a required field

### Community Priority

**6.1. Please select which of the following community priority areas your project addresses \***

- ☐ Community connectedness - creating opportunities, activities and environments which bring communities together.
- ☐ Environment and sustainability - enhancing and conserving green spaces and the environment.
- ☐ Beautification - supporting opportunities to improve the aesthetics and facilities of the community.

Your project must address at least one of the priority areas listed above to be eligible for funding.

**6.2. Explain how your project addresses the identified community priority area[s]? \***

\*

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Word count:

Must be no more than 150 words.

**6.3. What are the expected outcomes of the project? Identify and describe three project benefits for participants and/or the local environment/sustainability. \***

Word count:

Must be no more than 150 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others

### Proof of Consent/Authority

**6.5. Who is the owner or manager of the land where the project will take place? \***

- ☐ Owned or managed by local council
- ☐ Owned or managed by Crown land
- ☐ Owned by the Department of Education
- ☐ Owned by the applicant
- ☐ The project does not involve changing or upgrading a building.
- ☐ Unsure

Please note, if your application is shortlisted, you will be asked to seek formal agreement from the landowner.

**6.6. Please attach evidence of approval to carry out the works on the property or nominated site from landowner or council or relevant agencies.**

Attach a file:

## Budget

\* indicates a required field

### Advice on filling out this section

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, and whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the Income and Expenditure columns. Examples of income could include 'council community grant', 'trivia fundraising night', or 'company x sponsorship'. Examples of expenses could include 'onsite power and water for six months', 'office supplies'.

Use the 'Notes' column for any additional information that would support your budget outline.

**For capital expenditure or equipment over \$1000, two quotes will need to be provided in the file upload area below the tables.**

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Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Please do not add commas to figures e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

### 7.1.Total amount requested: \*

\$

Must be a dollar amount and no more than 10000.  
Must be a dollar amount. What is the total financial support you are requesting in this application?

### 7.2. Total Project Cost \*

\$

Must be a dollar amount.  
What is the total budgeted cost (dollars) of your project?

## Project Income

Income	Confirmed or unconfirmed	\$	Notes
		Must be a dollar amount.	

## Project Expenditure

Expenditure	\$	Notes
	Must be a number.	

## Budget Totals

### Total Income Amount

\$

This number/amount is calculated.

### Total Expenditure Amount

\$

This number/amount is calculated.

### Income - Expenditure

\$

This number/amount is calculated.

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### Budget Quotes

#### 7.5. Please attach quotes for items valued at \$1,000 and over. \*

Attach a file:

### Certification and Acknowledgement

\* indicates a required field

*I certify that to the best of my knowledge the statements made in this application is true and correct and:*

- The grant application has been prepared for the Applicant organisation and by an authorised member of the Applicant organisation.*
- No one involved in the preparation of this application is employed at the Major Transport Infrastructure Authority (MTIA) or at a division within the MTIA.*
- No one involved in the preparation of this application is employed by local Councils within the North East Link Project boundary (City of Banyule, City of Maninngham, City of Boroondara, City of Whittlesea, Nillumbik Shire, City of Yarra) or within State Government who is or has been involved in the North East Link Program.*
- No one involved in the preparation of this application is either an employee of, or related to, any members of parliament or their staff.*

*Additionally, I acknowledge that*

- by submitting this NECF application for grant funding, I consent to NELP publishing information about the applicant, including the applicant's name, project description and amount funded on our website, this information may also be used for promoting the North East Community Grants Program*
- if my application is shortlisted, I may be invited to present the project to an assessment panel. This may include providing a more detailed project plan including all relevant approvals and budgeting details*
- if NELP approves the application, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with NELP.*

#### 8.1. I agree to the above statement \*

☐ Yes

#### 8.2. Name of the authorised person agreeing to the statement \*

#### 8.3. Position \*

#### 8.4. Contact phone number \*

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### 8.5. Contact email \*

### 8.6. Date \*

Please insert today's date

## Attachments reminder

### 8.7. Before submitting your application have you attached the following documents?

- ☐ Annual Report
- ☐ A copy of your Incorporation Certificate or other evidence of the organisations entity status
- ☐ A copy of your Public Liability Insurance certificate of currency
- ☐ Evidence of the auspicing arrangement (if applicable)
- ☐ Other supporting documentation (such as letters from project partners or council endorsements)
- ☐ Proof of consent or authority to completed the works on the nominated site
- ☐ Quotes for expenses over \$1000
- ☐ Upload evidence of confirmed funding (if applicable)